

Program Authorization: Officer candidate indoctrination and training for appointment on Active-Duty as ensign, U.S. Navy, designators 5100 (Civil Engineer Corps (CEC)) or 51001 (CEC collegiate program). Civil Engineer Corps Officer Community Manager Branch (BUPERS-316E) is the CEC officer community manager (OCM).

1. Program Authority: Title 10 U.S. Code 531, 532, 651, 1251, 2013 and 12209.
2. Cancellation: Program Authorization 104 of November 2017.
3. Quota: As prescribed by the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO N1).
4. Qualifications:
  - a. Citizenship: Applicants must be U.S. citizens.
  - b. Age: Applicants must be at least 19 years old, but not have passed their 36th birthday at time of commissioning. This may be waived up to their 54th birthday at time of commissioning. Applicants with prior service who possess particularly exceptional qualifications and documented sustained superior performance in an expeditionary force unit do not require a waiver provided they can be commissioned prior to their 42nd birthday.
  - c. Education: Applicants fall within one of two broad categories in Table 1 - direct accession or collegiate, sub-divided dependent on degree and time until graduation.

ACCESSION TYPE	DEGREE REQUIREMENT		TIME OF GRADUATION				SHIP TO OFFICER CANDIDATE SCHOOL (OCS)	NOTES
	Engineering	Architecture	Degree Complete	<12 Months	<18 Months	<24 Months		
Direct Accession	Accreditation Board for Engineering and Technology - Engineering Accreditation Commission (ABET-EAC) accredited bachelor's or master's degree	National Architectural Accrediting Board (NAAB) accredited bachelor's or master's degree	X				Within 12 months of selection – determined by OCS schedule	Enlisted as E-5 while in OCS

<b>Collegiate – Bachelor's Program</b>	Pursuing ABET-EAC accredited bachelor's degree	Pursuing NAAB accredited professional degree of architecture. Degree can be either a Bachelor of Architecture or Master of Architecture degree. Bachelor of Science of Architecture degrees are not eligible.		X	X	X	Within 30-60 days of graduation	An exceptional student (>3.0 grade point average (GPA) and "B" or better in all science, technology, engineering or math (STEM) courses) may qualify for up to 24 months.  All students within 3 months of graduation are considered direct accessions
<b>Collegiate – Master's Program</b>	Pursuing Master of Science degree from an ABET-EAC accredited school	Pursuing a NAAB accredited masters of architecture degree (any masters' work pursued beyond professional degree criteria mention in above row)		X	X	X	Within 30-60 days of graduation	Undergraduate students allowed 18 months (24 month if an exceptional student), if accepted follow-on one year master's degree program

Table 1 - Description of CEC Programs

(1) Acceptable degrees: Bachelors' or masters' degree in:

(a) Engineering program accredited by ABET-EAC.

(b) Architecture program accredited by NAAB (bachelor of architecture or master of architecture degree program).

(c) A candidate with an ABET-EAC or NAAB accredited bachelor's degree working on a non-accredited master's degree will be accessed as a direct accession and may be eligible to ship to OCS before completing their degree.

(d) All students within 3 months of graduation are considered direct accessions.

(2) Non-Acceptable Degrees: Degrees that are not accepted without a waiver are:

(a) Any non-ABET EAC engineering degree will not be considered unless the individual meets one of the following criteria:

1. Already professionally registered as a state-licensed engineer-in-training.
2. Already licensed as a professional engineer.

(b) Any non-NAAB accredited architecture degree will not be considered unless the individual meets one of the following criteria:

1. Already a state licensed architect.
2. Pursuing a follow-on master's degree in an NAAB accredited program.

(3) Applicants must have a minimum cumulative 2.7 GPA (on a 4.0 scale).

(4) Collegiate officer candidates will have their academic transcripts reviewed twice per year and upon recommendation from the CEC OCM, may be removed from the program and separated from the Navy by Commander, Naval Recruiting Command (CNRC) if they fail to maintain a cumulative 2.7 GPA (on a 4.0 scale) or receive less than a 2.0 on a 4.0 scale in any STEM course.

(5) Collegiate officer candidates must remain enrolled as full-time students (including summer session as required to complete degree-required courses) and will not be permitted to increase their projected time in college, cease-attending classes, change majors, enter an exchange program, or transfer schools without specific permission from CNRC and the CEC OCM. Failure to obtain permission may result in disenrollment.

(6) Applicants not selected at the current selection board may not reapply to the selection board immediately following their non-selection unless significant changes are made to improve their competitiveness. CNRC must notify the CEC OCM to request an immediate re-board prior to resubmitting an applicant's package for reconsideration and indicate what significant changes were made to the package.

d. Physical: In line with the Manual of the Medical Department, Chapter 15. This may be waived as long as the applicant is still eligible for sea duty, expeditionary environment and world-wide assignments.

e. Duty Preference: Not applicable.

f. Program Specific Requirements:

(1) Officer Aptitude Rating (OAR). Minimum score of 45. This may be waived down to 40.

(2) Armed Forces Qualification Test (AFQT). Collegiate program candidates must achieve at least a 35 on the AFQT. The results of the AFQT shall be included in the candidate's professional recommendation package.

(3) Accession Officer Interview. Candidate must have a favorable interview with a CEC accessions officer or another senior CEC officer as determined by the CEC OCM.

(4) Letters of Reference. Candidates shall provide a minimum of one letter of reference. Candidates are strongly encouraged to provide at least three but no more than five letters of reference in their application.

5. Waivers: In cases where the applicant does not meet all of the qualifications, but otherwise has an exceptional record or proven skillset required by the Navy, a waiver may be authorized in limited numbers. If a waiver is requested, then follow the steps below prior to the convening of the selection board.

a. Application Contents:

(1) Age Waivers: A formal written request to commission after their 36th birthday should include documentation or description of the applicant's physical fitness regimen for at least the past 12 months. An age waiver should not be granted in conjunction with a waiver to the requirements of the Manual of the Medical Department, Chapter 15.

(2) Education: A formal written request for Non-ABET EAC engineering degrees must include the following:

(a) An official transcript.

(b) Copy of official registration (engineer-in-training, professional engineer or registered architect).

(c) Resume of work experience as engineer-in-training, professional engineer or registered architect.

(3) Physical: A formal written request including supplemental medical information.

(4) Program Specific Requirements: A formal written request including the validated OAR score should be included in the application.

b. Routing:

(1) Age Waivers: An age waiver request to maximum accession age must be submitted by CNRC to the CEC OCM via e-mail using the link on the CEC OCM page hosted on the Navy Personnel Command website. The CEC OCM will review and forward with recommendation to the Chief of Civil Engineers for approval.

(2) Education: Requests for waiver to degree requirements must be submitted by CNRC to the CEC OCM via e-mail using the link on the CEC OCM page hosted on the Navy Personnel Command website. The CEC OCM will review and forward with recommendation to the Chief of Civil Engineers for approval.

(3) Physical: Medical waivers are submitted to CNRC.

(4) Program Specific Requirements: Waiver request are submitted to CNRC.

c. Approval Authority:

(1) Age Waivers: The Chief of Civil Engineers is the approval authority for age waivers.

(2) Education: The Chief of Civil Engineers is the approval authority for waivers to education requirements.

(3) Physical: For new accessions and inter-service transfers, CNRC, upon the recommendation of Bureau of Medicine and Surgery (BUMED), may grant waivers to applicants who do not meet the accession standards if the physical defect will not prevent assignment to sea duty, overseas assignment or expeditionary environment within the guidelines of the Manual of the Medical Department, Chapter 15.

(4) Program Specific Requirements: CNRC may waive OAR score to 40. Applicants may retake the OAR to meet minimum score, but the history of all scores shall be included in the request.

d. Notifying the Applicant: CNRC will notify the applicant.

6. Accession Source:

a. Civilian.

b. Former U.S. service academy (all branches) and Reserve Officer Training Corps (ROTC) students of either the scholarship or college programs who have received pay entitlements, subsistence allowance, tuition or fees under the provisions of those programs are eligible but may not be placed on active duty until graduation from college.

c. Enlisted personnel of the Navy.

(1) Active or Reserve personnel who have earned a degree as specified in subparagraph 4c,

(2) Active Duty collegiate program candidates enrolled in a degree program as specified in subparagraph 4c must submit NAVPERS 1306/7, Electronic Personnel Action Request or

(3) Reserve Component enlisted personnel participating in the collegiate program and enrolled in a degree program as specified in paragraph 4c must possess an approved conditional release.

d. Enlisted personnel of other branches of the armed services (Active or Reserve) with an approved conditional release from their respective service who have obtained a degree as specified in subparagraph 4c.

(1) A conditional release is required for Army and Air Force ROTC members who are under contract.

(2) Conditional releases are not required for ROTC members not under contract, nor members of the Marine Platoon Leaders Class.

7. Indoctrination: Selectees will complete OCS at Officer Training Command (OTC), Newport, RI and the CEC Basic Course at the Civil Engineer Corps Officer School, Port Hueneme, CA.

8. Enlistment:

## a. Direct Accessions:

(1) Civilians will be placed into an active duty status as an officer candidate (E-5) during OCS.

(2) Enlisted members that are in the pay grades of E-4 or below are designated officer candidates and advanced to the pay grade of E-5 upon reporting to OCS. Enlisted members in the pay grade of E-5 and above are designated officer candidates in their current pay grades.

(3) Selectees with prior commissioned service who were honorably separated may be brought back in as a direct accession.

b. Collegiates: Placed into an active-duty status as an officer candidate (E-3) or if currently enlisted, retain at grade and ordered to the Navy Recruiting District/Navy Talent Acquisition Group nearest their college and/or location for administrative purposes while they complete college and await OCS. Upon graduation, collegiates will be meritoriously advanced to E-5.

c. Any collegiate officer candidate, upon referring a lead that results in an accession to any similar Navy collegiate officer program, will be advanced one pay grade (i.e., E-3 to E-4) to a maximum pay grade of E-5, as well as be entitled to advance one pay grade, up to a maximum pay grade of E-5, for each year they are in the program.

9. Constructive Service Credit: Not applicable.

10. Appointment: Commissioned an ensign, CEC, U.S. Navy, designator 5100, upon graduation from OCS.

11. Service Obligation:

a. All officers incur an 8-year service obligation, which may be served as a combination of Active and Reserve service. Officers shall serve at least 4 years on active duty from date of commission. The balance of service, sufficient to complete 8 years total obligated service, may be served in a reserve status.

b. Collegiate officer candidates who disenroll from the CEC collegiate program, fail to complete all program requirements or no longer remain eligible for a commission as a naval officer (whether due to academic performance, professional behavior, character or physical qualification reasons) will be removed from the program and separated from the Navy by CNRC with concurrence of the CEC OCM.

c. OTC shall request the CEC OCM recommendation from the options below for collegiate candidates enlisted for more than 1 year that fail to complete OCS for reasons other than unforeseeable hardship or failure to meet medical standards.

(1) Serve 2 years active duty in an enlisted status.

(a) Applicants who entered the program under subparagraphs 6a or 6b, and inactive personnel from another Service who were advanced to the pay grade of E-5 shall revert to their enlisted pay grade and be ordered to Recruit Training Command for Navy basic training and availability for general assignment. No specialized Navy schooling will be authorized following basic training unless the individual agrees to extend their active-duty obligation to meet the service obligation requirements of the training program requested. Unless otherwise limited by policy, the 2 year active duty obligation commences on the date of orders.

(b) Inactive Navy Reserve candidates who were placed on active duty in the pay grade of E-3 to E-5 in line with paragraph 6c(3), shall be administratively reduced to the pay grade they held prior to entering the CEC commissioning program and an availability report will be initiated. The 2-year active duty obligation commences on the date of the availability report.

(2) Continue service under current enlistment contract. Candidates who entered the program under paragraph 6c(2) shall be administratively reduced to the pay grade they held prior to entering the CEC Collegiate program and returned to their original detailer for further general assignment.

(3) Be discharged. The CEC OCM shall recommend the type of discharge and reenlistment code when applicable. To the maximum extent allowed by policy and regulation, candidates discharged in lieu of enlisted service with an OCM recommendation of an unfavorable discharge shall reimburse the government for all allowances and benefits received during their period of service in the Collegiate Program.

d. Candidates enlisted and placed in the inactive Navy Reserve in line with subparagraph 8a incur no active duty obligation until commissioned after which subparagraph 11a applies.

12. Pay and Allowances: Candidates selected, enlisted and placed in an active-duty status under this program authorization are entitled to full pay and allowances (with the exception of a clothing maintenance allowance) upon effective date of active duty status.

Approved: \_\_\_\_\_

J. T. JABLON

Rear Admiral, U.S. Navy

Director, Military Personnel

Plans and Policy (OPNAV N13)

Date: \_\_\_\_\_

17 Jul 19